



State Preservation Grants

Informational Session

June 29, 2016

June 30, 2016

July 1, 2016

Eligible Applicants

- Non-profit private organizations (501 c.3)
- Municipal agencies
- State agencies
- Federally-recognized Indian tribes

Eligible Applicants

- Applicant owns the property

or

- Applicant operates the property and has a lease or written agreement of at least 20 years from date of application

Eligible Applicants

Previous Recipients

- of SPG and “named recipients” of Creative and Cultural Economy Bonds cannot apply again until they have completed/closed out their projects
- of State Cultural Facilities Grants (SCFG) have completed or made substantial progress on their project.

You may also be eligible for the SCFG program.
See www.arts.ri.gov/scfg/index.php for more info.

Eligible Properties

- Museum
- Cultural Art Center
- or
- Public Historic Site

Structure must be **historic** (on or eligible for State Register of Historic Places)

Entire Project vs. Grant Project

- The SPG application will require you to provide information about the **Entire Project** (your entire scope of work) and the **Grant Project** (what you will do with the grant funds/matching share)
- Sometimes these are one in the same; often they are not!
- The dollar value of the Entire Project determines whether you have a Small or Large Project.

Eligible vs. Ineligible Activities

Eligible activities are:

- Capital improvements defined as preservation, restoration, or rehabilitation expenditures that permanently improve or significantly extend the useful life of the historic building.
- Work that conforms to the Secretary of the Interior's Standards for the Treatment of Historic Properties—see www.nps.gov/tps/standards.htm

Eligible vs. Ineligible Activities

The following activities are **ineligible for grant funding** but may be included in the Entire Project:

- new construction
- reconstruction such as recreating a building
- projects whose entire scope of work consists solely of general maintenance
- security alarm systems
- sitework as part of non-historic improvements such as parking lots, sidewalks, etc.
- projects that consist only of predevelopment or planning, such as historic structure reports, master plans, architectural studies
- acquisition of property or collections
- restoration of historical artifacts or collections
- mitigation activities performed as a condition or precondition for obtaining a local, state, or federal permit, license, or other approval

If you are planning any of these activities as part of your Entire Project, they must be listed in the grant application budget even though they are not eligible for grant funding.

Eligible vs. Ineligible Activities

The following activities are **not allowed on the Entire Project**:

- any type of abrasive cleaning of exterior surfaces (including but not limited to sandblasting, wet grit blasting, high pressure water washing)
- application of aluminum or vinyl siding
- mortar which does not match original in composition, color, strength, and appearance
- scrubcoating masonry surfaces
- installation of insulation without a proper vapor barrier, or where the installation will result in inappropriate changes to the interior or exterior of the building
- replacement of original historic windows. If original historic windows are beyond repair, as determined in consultation with RIHPHC architects, replacement-in-kind would be allowed.

Small Project Grants

- Entire Project < \$45,000
- Grant Request up to \$30,000
- \$1 match for \$2 grant
- Approved in-kind contributions

Large Project Grants

- Entire Project \$45,001+
- Maximum request \$150,000
- Applicants must match the grant **in cash** on a dollar for dollar basis.
- Define your Grant Project (activities and costs) carefully. If your Grant Project costs more than \$300,000, the match required includes any additional dollars to complete the Grant Project. For example, if a \$400,000 Grant Project receives the maximum grant of \$150,000, the applicant must provide the \$250,000 balance to match the grant and complete the Grant Project.

Letter of Intent

We strongly encourage you to submit a one-page **Letter of Intent** with the following preliminary information:

1. Name of organization filing application
2. Name/address of building for which grant is sought
3. Use of building
4. Brief description of project and other work planned for 2016-2018.

Emailed or mailed letters are due by July 1, 2016.

The Application

There are three major components to the application:

- Application Form (fillable .pdf file)
- Budget Worksheet (.xlsx file)
- Required Attachments

Application Form

- Download the application from www.preservation.ri.gov/spg
- **Important! Save a copy to your computer *before* entering any data.**
- Completing the application requires free Adobe Reader software. If you do not have Adobe installed on your computer, the download is available at: <https://get.adobe.com/reader/>
- If you encounter technical problems while completing the application, contact Katy at 401-222-4131.

Application Form Walk-Through


 Rhode Island Historical Preservation & Heritage Commission
STATE PRESERVATION GRANTS
 2016 Application
 
5/2016

Section A. Applicant Information and Application Summary

1. Name of applicant organization													
2. Mailing address													
3. City			4. State			5. ZIP							
6. Phone			7. Website										
8. Name of building													
9. Street address													
10. City			11. State			Rhode Island			12. ZIP				
13. Type of organization			<input type="radio"/> Non-Profit 501(c)(3)	<input type="radio"/> Municipal agency	<input type="radio"/> State agency	<input type="radio"/> Federally-recognized tribe	14. Previous SPG recipient			<input type="radio"/> Yes	<input type="radio"/> No		
15. Building function			<input type="radio"/> Museum	<input type="radio"/> Cultural Arts Center	<input type="radio"/> Public Historic Site								
16. Project contact person's name (Person to contacted with questions regarding this application)													
17. Contact person's phone						18. Contact person's e-mail							
19. Mailing address													
20. City			21. State						22. ZIP				
23. One sentence summary of the State Preservation Grant Project													
24. Did you receive a State Cultural Facilities Grant (from the Rhode Island State Council on the Arts) in 2015?										<input type="radio"/> Yes	<input type="radio"/> No		
25. If yes, indicate completion status of SCFG project										<input type="radio"/> Not started	<input type="radio"/> <50% complete	<input type="radio"/> >50% complete	<input type="radio"/> Complete
26. Do you plan to submit an application in 2016 for a State Cultural Facilities Grant?										<input type="radio"/> Yes	<input type="radio"/> No		
27. If yes, provide a one sentence summary of the SCFG project.													
FOR RIHPHC OFFICE USE ONLY:													
Application Number:						Received:							
NR Status:													
Entire project		\$	Grant project		\$								
Grant request		\$	Match required		\$								
Match available		\$	Match deficit		\$								

Budget Worksheet

There are two versions of the Budget Worksheet:

- Download, complete, and submit the **Small Project Budget Worksheet** if your Entire Project total cost is less than \$45,000.
- Download, complete, and submit the **Large Project Budget Worksheet** if your Entire Project total cost is more than \$45,000.
- **Important!** Both worksheets will add a 10% contingency to your project. Keep in mind that this may affect your status as a Small Project or a Large Project. If your project estimates include contingency funds, subtract them from your estimates before entering them into the budget to avoid double-counting and increasing the cost of your project.

Budget Worksheet Walk-Through

Name of Applicant Organization: _____
 Application Number (RHPHC Use Only): _____

**STATE PRESERVATION GRANTS
 SMALL PROJECT BUDGET WORKSHEET**

Instructions: Enter the budget for the Entire Project. The Entire Project includes Grant Project activities (activities funded by the grant + matching share) and any other capital improvements that are planned but not funded by the grant request + matching share. This worksheet is for Small Projects only. Use this worksheet only if your Entire Project costs total less than \$45,000.

NON-CONSTRUCTION

Activity (e.g. architects' and consultants' fees, etc.)	Cost	Is this activity included in the Grant Project? (Enter Y or N)

CONSTRUCTION (SITEWORK)

Activity (e.g. drainage, grading, fencing, etc.)	Cost	Is this activity included in the Grant Project? (Enter Y or N)

CONSTRUCTION (EXTERIOR)

Activity (e.g. masonry, carpentry, roofing, windows, etc.)	Cost	Is this activity included in the Grant Project? (Enter Y or N)

CONSTRUCTION (INTERIOR)

Activity (e.g. painting, electrical, plumbing, heating, exhibits, etc.)	Cost	Is this activity included in the Grant Project? (Enter Y or N)

TOTALS

Entire Project Subtotal	\$	
10% Contingency	\$	
Entire Project Cost <i>Must be < \$45,000</i>	\$	

GRANT REQUEST DETERMINATION

Grant Project Subtotal <i>(Enter the sum of all costs for which you answered "Y" above.)</i>	\$	
10% Grant Project contingency	\$	
Grant Project Cost	\$	
Grant Request	\$	
Matching Share Required	\$	

MATCHING SHARE TO BE PROVIDED

Cash-in-hand		
Contributions pledged to the project		
Other grants supporting this work		
Other sources of income		
Eligible in-kind/donated products or services		
Eligible prior expenditures		
Total Match Available	\$	
Match Deficit	\$	

Itemize and describe in table below.
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Attachments

Required attachments include:

- Photographs
- Documentation of non-profit status
- Property lease (if property not owned by applicant)
- Design and cost information if available
- Receipts for prior expenditures (if listed)
- Cover letter

Recommended attachments:

- Letters of support

See Application Checklist here for full list:

http://www.preservation.ri.gov/pdfs_zips_downloads/grants_pdfs/16spg_attachm ent-checklist.pdf

How to Submit Application

- Provide one **Master Application on paper** consisting of the Application Form, the Budget Worksheet, and all attachments as applicable.
- Provide one **Digital Copy** of every document in the application package—saved on a single CD or flash drive. Emailed attachments will not be accepted.
- Send Master Application and Digital Copy to RIHPHC State Preservation Grants, 150 Benefit St. Providence, RI 02903. Deadline for receipt or postmark is August 19, 2016.

Consult the application checklist for instructions on how to name the digital files:

http://www.preservation.ri.gov/pdfs_zips_downloads/grants_pdfs/16spg_attachment-checklist.pdf

Application Review Process

- Check-in for eligibility and completeness by RIHPHC staff
- Evaluation by staff and by Review Panel appointed by Commission
- Final consideration of Review Panel's recommendations by Commission

Application Review

Five review criteria:

1. Historical and architectural significance
2. Project need
3. Project impact
4. Geographical distribution
5. Planning

Calendar

- Applications due August 19, 2016
- Award decisions in late December 2016
- Funding agreements and construction 2017
- 3rd and final round of applications in 2017

Grantee Requirements

- Historic Preservation Easement
- Public access
- RIHPHC approval of plans and specs
- RIHPHC approval of procurement procedures (must competitively award construction contracts)
- RIHPHC approval of construction contracts
- RIHPHC monitoring of project
- Display of project sign (provided by RIHPHC)
- Submission and approval of maintenance plan
- Final Project Report submitted within 30 days after work is complete

Review the SPG Procedures manual here for additional detail, including an example of a standard Historic Preservation Easement:

http://www.preservation.ri.gov/pdfs_downloads/grants_pdfs/spg_procedures2016-02-18.pdf

Timing

- It is expected that the funding agreement will be signed within 6 months of award approval.
- Construction must start within 12 months of funding agreement date.

Contact Information:

- For help defining a grant project, questions on eligibility, etc:

Sarah Zurier

sarah.zurier@preservation.ri.gov

401-222-4142

- For technical assistance with the application:

Katherine Jurczyk Pomplun

katherine.b.jurczyk@preservation.ri.gov

401-222-4131